

## OFFICE OF THE STATE CIO

# IT POLICY LETTER

NUMBER:

**ITPL 10-XX**

SUBJECT:

### **SECURITY REPORTING SCORECARDS**

**Emphasis:** Transparency and accountability in achieving security compliance goals and objectives in Executive Order S-03-10, State Administrative Manual Chapter 5300, and Government Code Section 11545 and 11549 et.seq.

DATE ISSUED:

MMMM DD, 2010

EXPIRES:

Until Rescinded

REFERENCES:

Executive Order S-03-10  
Government Code Section 11545 and 11549 et.seq.  
ITPL 10-08

ISSUING AGENCY:

OFFICE OF THE STATE CHIEF  
INFORMATION OFFICER

### **DISTRIBUTION**

Agency Secretaries  
Department Directors  
Agency Chief Information Officers  
Department Chief Information Officers  
Agency Information Security Officers  
Information Security Officers

### **PURPOSE**

Given the government's increased use of Information Technology (IT) and Internet-based services, the state has a compelling need to ensure the confidentiality, integrity and availability of those systems and services are adequately protected from known and anticipated threats. In addition, there is an increasing demand for broader transparency and accountability in reporting government activities. Accordingly, the purpose of this Information Technology Policy Letter (ITPL) is to:

- Announce the release of the Security Reporting Scorecard (SRS) reporting on state Agency<sup>1</sup> and department participation in required security reporting activities.
- Remind Department Directors, Agency Chief Information Officers (Agency CIOs), Department (CIOs), Agency Information Security Officers (AISO) and Information Security Officers (ISOs) of their reporting responsibilities.

### **BACKGROUND**

The Office of the State Chief Information Officer (OCIO) has responsibility and authority for the establishment and enforcement of state IT in California State Government. This includes establishing and enforcing the state's IT strategic plans, policies, standards and enterprise

<sup>1</sup> When capitalized, the term "Agency" refers to one of the state's super Agencies such as the State and Consumer Services Agency or the Health and Human Services Agency. When used in lower case, the term "agency" refers to any office department, board, bureau, commission or other organizational entity within state government. Within this ITPL, "agency" and "department" are used interchangeably.

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architecture. In accordance with Government Code Section 11545 and 11549, the Office of Information Security (OIS), within the OCIO has the authority and responsibility for overseeing state agency compliance with security policies, standards and procedures to ensure the protection of state information assets and citizen data held in trust by state agencies.

As such, each state agency is responsible for the designation of officials within their agency to fulfill key security functions and reporting on its status of compliance with security policy, standards and procedures. While agency reporting and self-certification activities alone do not ensure the security of state information assets, they do demonstrate an agency's acknowledgement of the requirements and provide a measure of accountability.

In furtherance of increased transparency and accountability in government, the OCIO released ITPL 10-08 related to Infrastructure Consolidation Program (ICP) Scorecards on July 15, 2010.

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#### **POLICY AND PROCESS**

The SRS will share a common "look and feel," with the ICP scorecards. SRS metrics will be based on responses to the OCIO-OIS' Schedule of Required Reporting Activities available at:

[http://www.cio.ca.gov/OIS/Government/activities\\_schedule.asp](http://www.cio.ca.gov/OIS/Government/activities_schedule.asp).

The first SRS reports responses through June 2010. The next update will occur in February 2011 and quarterly thereafter in May, August, and November. SRSs will be posted to the OCIO-OIS's Policy Compliance page at:

<http://www.cio.ca.gov/OIS/Government/policy.asp>

The SRS may be enhanced in the future to provide additional reporting information. However, future enhancements will not include details that would reveal vulnerabilities to, or otherwise increase the potential for an attack on an information technology system of the agency.

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#### **ROLES AND RESPONSIBILITIES**

The OIS will compile and publish the SRSs based on responses to the Schedule of Reporting Activities previously discussed. The OIS will continue to provide agencies with a courtesy reminder of deficiencies and work with those needing additional attention to meet the reporting requirements.

Agency CIOs and ISOs shall ensure departments are in compliance with the Security Reporting requirements through their department CIOs and ISOs. Agency CIOs and ISOs are responsible for resolving any reporting deficiencies prior to the next scheduled update, in order for the status to be reflected in the next publication cycle.

CIOs and ISOs who are not affiliated with an Agency have the same responsibilities as Agency and Agency-affiliated department counterparts.

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#### **APPLICABILITY**

This ITPL applies to all state agencies, departments, boards, commissions, offices or other organizational entity under the direct

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executive authority of the Governor's Office.

Recognizing constituency value, some Offices not under the direct executive authority of the Governor may choose to actively participate in the Security Reporting activities. Future publications may include the SRSs of these agencies in order to acknowledge their participation and contribution toward achieving state security goals and objectives.

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**CONTACT**

Questions concerning this policy should be directed to the Office of Information Security at (916) 445-5239 or via email to [Security@state.ca.gov](mailto:Security@state.ca.gov).

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**SIGNATURE**

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Teri Takai,  
Chief Information Officer  
State of California

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